

**PROVINCIAL ADMINISTRATION: EASTERN CAPE DEPARTMENT OF HEALTH**

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities)*

**POSTED ON : 10 OCTOBER 2016**

**CLOSING ON : 26 OCTOBER 2016**

**CHRIS HANI DISTRICT**

**Glen Grey Hospital  
Enquiries**

**Ms A Titi**

**Tel. No**

**047 878 2850**

**Applications must be submitted to Human Resource Section, Glen Grey Hospital , Private Bag X 1142  
LADY FRERE 5410**

**Post/1 Professional Nurse Specialty Grade 1, 2 X 3**

**Centre Glen Grey Hospital**

**Ref No ECHEALTH/PNS01/2016  
ECHEALTH/PNS02/2016  
ECHEALTH/PNS03/2016**

**Salary Level OSD**

**Salary scale R 317 271– R 479 928 p.a. (plus competitive benefits)**

**Requirements** Basic qualification accredited with the SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in **(Medical and Surgical Nursing Science Critical Care Nursing-General)**. A minimum of 4 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC .Current proof of registration with SANC.

Good communication skills, problem solving, leadership skills, analytical skills, organizational skills and change management. Current registration with SANC. Knowledge and understanding of nursing legislation and related legal and ethical nursing practices. Promote quality nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele)

**Experience** Less than 14 years, PN-B1 Gr 1 (R 317 271 – R 367 815 )  
14 years, PN-B2, Gr 2 (R 390 216 – R 479 928)

**Duties** Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self development.

**POST /4 : OPERATIONAL MANAGER NURSING (SPECIALTY) ANTENATAL**

**CENTRE : GLEN GREY HOSPITAL**

**REF NO : ECHEALTH/OM04/2016**

**SALARY LEVEL : OSD**

**SALARY SCALE : R 465 939 – R 524 415 p.a (plus competitive benefits )**

#### **REQUIREMENTS**

Basic qualification accredited with the SANC in term of Government Notice 425 (Diploma /Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse plus post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice No. R 212 in (**ADVANCED MIDWIFREY**). A minimum of 9 years appropriate /recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable after obtaining the 1 year post basic qualification in the relevant specialty. Current registration with SANC.

#### **DUTIES**

Coordinate of optimal, holistic specialized nursing care provided within set standards and professional framework. Manage effective the utilization and supervision of staff. Coordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain professional growth / ethical standards and self- development.

## **INTSIKA YETHU SUB DISTRICT**

**Enquiries :** Mr T Ntwanambi  
**Tel. No** 047 874 0079

**Applications must be submitted to Human Resource Section, Intsika Yethu Sub District, Private Bag X 1250 , COFIMVABA 5380 OR Hand delivered to Human Resource Office, Intsika Yethu Sub District**

**POST /5 : CLINICAL PROGRAM COORDINATOR (CCMT )**  
**CENTRE : INTSIKA YETHU SUB DISTRICT**  
**REF NO : ECHEALTH/CPC05/2016**  
**SALARY LEVEL : OSD**  
**SALARY SCALE : R 367 815– R 413 976 p.a (plus competitive benefits )**

**REQUIREMENTS** Basic qualification accredited with the SANC in term of Government Notice 425 (i.e. Diploma/ Degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Training on HIV Programs, valid drivers license. Current registration with the SANC.

**DUTIES** Facilitate and oversee the development of operational plans to give strategic guidelines. Provide professional and technical support for the provision of quality care through proper management of relevant programs. Maintain standards and norms of nursing practice to promote the health care status of health care users. Develop and implement quality assurance programs, guidelines, protocols, norms and standards. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Manage and utilize resources in accordance with relevant direction and legislation.

## **QUEENSTOWN FORENSIC PATHOLOGY LABORATORY**

**Enquiries                      Mr VL Bebula**

**Tel. No                         045 858 8112**

**Applications must be submitted to Human Resource Section, CSSD Building , Komani Psychiatric Complex , PO Box 1024 , QUEENSTOWN 5320**

**Post/ 6                         Mortuary Manager**

**Centre                         Forensic Pathology Services**

**Ref No                         ECHEALTH/MMF06/2016**

**Salary Level                 10**

**Salary Scale                 R 389 145 – R 458 385 p.a (Plus Competitive Benefits)**

### **REQUIREMENTS**

Senior Certificate (Grade 12) or equivalent qualification plus Bachelors degree or National Diploma.

Supervisory experience in the Public Service (especially in Forensic Pathology Services) will be an added advantage.

Be in possession of a valid driving license (minimum Code 8) and preparedness to drive extensive distances ( day / night )

Be computer literate.

Commitment to Batho Pele principles.

Ability to work in a corpse environment at various stages of decomposition.

Ability to communicate clearly and discreetly in person and in writing.

Preparedness to work standby duties, work shifts and wear uniform.

Ability to interpret and apply departmental policies with regard to Forensic Pathology Services  
Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health.

Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders.

## KEY PERFORMANCE AREAS

Render an effective support to Regional Manager with regard to the management of Queenstown Forensic Pathology Laboratory and all Holding facilities falling under his/her with regard to budget, assets and operational management.  
Effectively manage discipline in the work place and handle grievances.  
Handling and processing of unidentified and unclaimed bodies.  
Effectively manage all human resources, building and physical assets, stock and financial resources.  
Ensure the rendering of efficient and effective services within the scope of forensic pathology.  
Effectively manage the Occupational Health and Safety standards in the laboratory and disposal

## JOSE PEARSON HOSPITAL

**ENQUIRIES** : Mr MH Lupondwana

**TEL NO** : (041) 372 8000

**APPLICATIONS:** Must be submitted to the Human Resources Office Jose Pearson Hospital, P.O. Box 10692 Linton Grage Port Elizabeth 6015

**POST/01** : OCCUPATIONAL THERAPY TECHNICIAN  
**CENTRE** : JOSE PEARSON HOSPITAL  
**REF NO** : ECHEALTH/OTT/JPH01/2016  
**SALARY LEVEL** : OSD  
**SALARY SCALE** : R138 138 - R157 941p.a.( plus competitive benefits)

**Requirements** : Certificate as Occupational Therapy Technician/Occupational Therapy assistant.  
Current registration with HPCSA as OTT or OTA.

**Duties** : Contributes to Occupational Therapy Assessments through conducting Screening evaluations according to set Protocol. Contributes to Occupational Therapy Intervention through planning, implementing and evaluating specified activities and assists OT with OT Intervention and programs in specified OT Area. Plan, implement, participate and evaluate Special Events. Performs all administrative Tasks related to Clinical Service Delivery. Portray a positive image of the OT profession and departmental section. General Administrative Duties not related to Clinical Service Delivery to improved own personal knowledge and professional development.

**Directions to candidates:** Applications must be submitted on prescribed application form (Z83) obtainable from any Public Service Department or <http://www.echealth.gov.za/uploads/files/110706122520> and must be completed in full accompanied by certified copies of Identity Document, Driver's License, school certificate and formal qualifications

together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address provided for each post. **N.B.** No faxed, emailed or late applications will be considered and certifying stamp must not be older than 3 months. Failure to comply with the above instructions will lead to applications being disqualified. **All short-listed candidates will be subjected to reference-checking, security screening and vetting.** Proof of experience on original letter heads must accompany your application where experience is called for in the advert. Correspondence will be limited to short-listed applicants and therefore CV's should include 3 contactable referees (work related). **"People with disabilities are encouraged to apply".**

**The Department reserves the right not to appoint to any/all advertised posts.**